

APPLICATION FOR EMPLOYMENT

Private and confidential

Ref. No

Position applied for

Title Forename(s) Surname

Address

Postcode

N.I. number

Telephone number: Landline Work Mobile

Email:

Current driving licence?

Yes [] No [] Groups: Expiry date

Details of endorsements

Are there any restrictions on you taking up employment in the UK?

Yes [] No [] (if Yes, please provide details)

Education

Schools/Colleges/University	Qualifications/Grades	Year
Other training		

Employment history: (please complete in full and use a separate sheet if necessary)

From: To: Name:

Address:

Tel:

Job title: Rate of pay:

Duties:

Reason for leaving:

From: To: Name:

Address:

Tel:

Job title: Rate of pay:

Duties:

Reason for leaving:

From: To: Name:

Address:

Tel:

Job title: Rate of pay:

Duties:

Reason for leaving:

From: To: Name:

Address:

Tel:

Job title: Rate of pay:

Duties:

Reason for leaving:

Notice required in current post:

Current membership of professional bodies

Please note any professional bodies you are member of or are registered with.

.....

.....

Professional Registration Number (where applicable)

Registration/PIN Number (*Nursing*):

Registration/PIN Number (*Social Care Wales*):

GMC Certificate Number (*Doctors*):

Other employment

Please note here any other employment you would continue with if you were to be successful in obtaining this position

.....

.....

Leisure

Please note here your leisure interests, sports and hobbies, other pastimes etc.

.....

.....

References:

Please note here the names and addresses of two persons from whom we may obtain both character and work experience references (***please include your most recent employer***)

NAME 1	NAME 2
Position:	Position;
Address:	Address:
Postcode:	Postcode:
Telephone:	Telephone:
Email:	Email:
May we approach the above prior to interview? Yes [] No []	May we approach the above prior to interview? Yes [] No []

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Exemptions Order 1975 as amended by the Exemptions (Amendment) Order 1986, which means that convictions that are spent under the terms of the Rehabilitation of Offenders Act 1974 must be disclosed, and will be taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application.

In addition, you are required to submit to a Disclosure and Barring check/provide a PVG Scheme Record or Scheme Record Update. Any disclosure made by the Disclosure and Barring Service/Disclosure Scotland will remain strictly confidential.

Have you ever been convicted in a Court of Law and /or cautioned in respect of any offence? Yes [] No []

If YES, please give details.

[illegible]

Special requirements (care sector)

Because this position involves the care of children and/or vulnerable adults, employment is dependent on the following:

1. Your written consent to obtaining a Disclosure and Barring certificate from the Disclosure and Barring Service/Disclosure Scotland or an approved umbrella body or provision of a PVG Scheme Record/Scheme Record Update.
2. Such disclosure being acceptable to us.
3. Proof of identity – birth or marriage certificate (*where appropriate*) and passport (*if available*)
4. Two satisfactory written references
5. That you will supply a photograph of yourself for retention in your records
6. Evidence of physical or mental suitability for your work.

Declaration (Please read this carefully before signing this application)

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that the organisation reserves the right to require me to undergo a medical examination. In addition, I agree that this information will be retained in personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.
3. I agree that my previous employers may be approached for references. I also agree that should be successful in this application, I will apply to the Disclosure and Barring Service/Disclosure Scotland for a Disclosure and Barring Certificate/PVG Scheme Record or Scheme Record Update. I understand that should I fail to do so, or should the disclosure or reference not be satisfactory, any offer of employment may be withdrawn, or my employment terminated.

Signed: Date:

All organisations using the Disclosure and Barring Service and/or Disclosure Scotland to help assess the suitability of applicants for positions of trust and who are recipients of disclosure information must comply fully with the relevant Code of Practice. Amongst other things this obliges them to have written policy on the recruitment of ex-offenders. This must be given to all applicants for posts where a disclosure will be requested. The Code also requires such organisations in meeting this requirement a sample policy statement on the recruitment of ex-offenders will be included with statutory requests for Form AP2(H)

Policy statement on the recruitment of ex-offenders

1. As an organisation using the Disclosure and Barring Service/Disclosure Scotland to assist in assessing applicant's suitability for positions of trust, the company complies fully with the relevant Code of Practice (a *copy of which is available on request*) and undertakes to treat all applicants for all posts fairly. The company will not discriminate unfairly against any subject of a disclosure on the basis of a conviction or other information revealed.
2. We actively promote equality of opportunity for all and we select all candidates for interview on the basis of their talent, skills, qualifications and experience. We welcome applications from a wide range of candidates, including those with criminal records.
3. A disclosure is only requested where it is legally required or after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. Where a disclosure will be required from a successful candidate, all applicants will be made aware of this at all stages of the recruitment process.
4. Where disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process.
5. Unless the nature of the position allows the company to ask questions about a candidate's entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders legislation.
6. We ensure that all those in the company who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders.
7. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that may be relevant to the position. Failure to reveal information that is relevant to the position sought could lead to withdrawal of an offer or termination of employment.
8. We undertake to discuss any matter revealed in a disclosure with the person seeking the position before withdrawing a conditional offer or terminating employment.
9. Having a criminal record will not necessarily bar an applicant from working for us. This will depend on the nature of the position and the circumstances and background of the offences.

PRIVACY NOTICE FOR JOB APPLICANTS TO TREHERNE CARE GROUP

In accordance with the General Data Protection Regulation (GDPR), we have implemented this privacy notice to inform you, as prospective employees of our company, of the types of data we process about you. We also include within this notice the reasons for processing your data, the lawful basis that permits us to process it, how long we keep your data for and your rights regarding your data.

A) Data Protection Principles

Under GDPR, a" personal data obtained and held by us must be processed according to a set of core principles.

In accordance with these principles, we will ensure that:

- a) Processing is fair, lawful and transparent
- b) Data is collected for specific, explicit and legitimate purposes
- c) Data collected is adequate, relevant and limited to what is necessary for the purposes of processing
- d) Data is kept accurate and up to date. Data which is found to be inaccurate will be rectified or erased without delay
- e) Data is not kept for longer than is necessary for its given purpose.
- f) Data is processed in a manner that ensures appropriate security of personal data including protection against unauthorised or unlawful processing, accidental loss, destruction or damage by using appropriate technical or organisation measures
- g) We comply with the relevant GDPR procedures for international transferring of personal data

B) Types of Data Held

We keep several categories of personal data on our prospective employees in order to carry out effective and efficient processes. We keep this data in recruitment files relating to each vacancy and we also hold the data within our computer systems, for example, recruitment logs.

Specifically, we hold the following types of data:

- a) Personal details such as name, address, phone numbers
- b) Name and contact details of your next of kin
- c) Your photograph
- d) Your gender, marital status, information of any disability you have or other medical information
- e) Right to work documentation
- f) Information on your race and religion for equality purposes
- g) Information gathered via the recruitment process such as that entered into a CV or in a CV cover letter
- h) References from former employees
- i) Details on your education and employment history *etc*
- j) Driving licence
- k) Criminal convictions

C) Collecting Your Data

You provide several pieces of data to us directly during the recruitment period and subsequently upon the start of your employment. In some cases, we will collect data about you from third parties, such as employment agencies, former employers when gathering references. Personal data is kept in files or within the Company HR and IT systems

D) lawful basis for Processing

The law on data protection allows us to process your data for certain reasons only. The information below categorises the type of data processing we undertake and the lawful basis we rely on.

Activity requiring your data	lawful basis
Carrying out checks in relation to your right to work in the UK	Legal obligation
Making reasonable adjustments for disabled employees	legal obligation
Making recruitment decisions in relation to both initial and subsequent employment e.g. promotion	Our legitimate interests
Making decisions about salary and other benefits	Our legitimate interests
Making decisions about contractual benefits to provide to you	Our legitimate interests
Assessing training needs	Our legitimate interests
Dealing with legal claims made against us	Our legitimate interests
Preventing fraud	Our legitimate interests

E) Special Categories of Data

Special categories of data are data relating to your:

- | | | |
|-------------|---------------------------|--------------------------------|
| a) Health | b) Race | c) Sexual orientation |
| d) Religion | e) Ethnic origin | f) Political opinion |
| g) Sex life | g) Trade union membership | h) Genetic and biometric data. |

We carry out processing activities using special category data:

- a) For the purposes of equal opportunities monitoring
- b) To determine reasonable adjustments

Most commonly, we will process special categories of data when the following applies;

- a) You have given explicit consent to the processing
- b) We must process the data in order to carry out our legal obligations
- c) We must process data for reasons of substantial public interest
- d) You have already made the data public.

F) Failure to Provide Data

Your failure to provide us with data may mean that we are unable to fulfil our requirements for entering into a contract of employment with you. This could include being unable to offer you employment or administer contractual benefits.

G) Criminal Conviction Data

We will only collect criminal conviction data where it is appropriate given the nature of your role and where the law permits us. This data will usually be collected at the recruitment stage, however, may also be collected and updated during your employment. We use criminal conviction data to determine your suitability or your continued suitability for the role. We rely on the following lawful basis for processing this data. Under the Regulation and Inspection of Social Care (Wales) Act 2016 and its Regulations we have a legal obligation that all employees have regular DBS checks.

H) Who We Share Your Data With

Employees within our company who have responsibility for recruitment will have access to your data which is relevant to their function. All employees with such responsibility have been trained in ensuring data is processed in line with GDPR.

Data is shared with third parties for the following reasons: for the administration of payroll and with our employment law advisors for any employment law related issues/queries. We may also share your data with third parties as part of a Company sale or restructure, or for other reasons to comply with a legal obligation upon us.

We have a data processing agreement in place with such third parties to ensure data is not compromised. Third parties must implement appropriate technical and organisational measures to ensure the security of your data.

We do not share your data with bodies outside of the European Economic Area.

I) Protecting Your Data

We are aware of the requirement to ensure your data is protected against accidental loss or disclosure destruction and abuse. We have implemented processes to guard against this.

J) Retention Periods

We only keep your data for as long as we need it for. If your application is not successful and with your consent, we will keep your data on file for future job vacancies for six years. At the end of this period we will delete or destroy your data unless you have already withdrawn your consent. In which case it will be deleted or destroyed upon your withdrawal of consent. If your application is successful, your data will be kept and transferred to the systems we administer for employees. We have a separate privacy notice for employees, which will be provided to you.

K) Automated Decision Making

Automated decision-making means making decisions about you using no human involvement e.g. using computerised filtering equipment. No decision will be made about you solely on the basis of automated decision making (where a decision is taken about you using an electronic system without human involvement) which has a significant impact on you.

L) Your Rights

You have the following rights in relation to the personal data we hold on you:

- a) The right to be informed about the data we hold on you and what we do with it.
- b) The right of access to the data we hold on you.
- c) The right for any inaccuracies in the data we hold on you, however they come to light, to be corrected. This is also known as 'rectification'.
- d) The right to have data deleted in certain circumstances. This also known as 'erasure'.
- e) The right to restrict the processing of data.
- f) The right to transfer the data we hold on you to another party. This is also known as 'portability'.
- g) The right to object to the inclusion of any information.
- h) The right to regulate any automated decision-making and profiling of personal data.

In addition to the above rights, you also have the unrestricted right to withdraw consent, that you have previously provided, to our processing of your data at any time. Withdrawing your consent means that we will stop processing the data that you had previously given us the consent to use. There will be no consequences for withdrawing your consent. However, in some cases, we may continue to use the data where so permitted by having a legitimate reason for doing so.

If you wish to exercise any of the rights explained above, please contact Patty Morris.

M) Making a complaint

If you think your data rights have been breached, you are able to raise a complaint with the Information Commissioner (ICO). You can contact the ICO at Information Commissioners Office, Wycliffe House, Water lane, Wilmslow, Cheshire SK9 5AF or by telephone on 0303 123 1113 (local rate) or 01625 545 745

N) Data Protection Compliance Our Data Protection Officer is:

Tina Osborne

Telephone Number (01341) 424650